



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Underground Infrastructure Directorate / Underground Investigations Division	Analyst III	681-500-5402-008
BRANCH (if applicable)	WORKING TITLE	CBID
	Senior Policy Investigator	R01
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
Field Investigations	TBD – Statewide	Vacant
IMMEDIATE SUPERVISOR		
Supervisor II		
MISSION STATEMENT		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.		
POSITION DESCRIPTION		
Under the direction of the Supervisor II, the Analyst III serves as a subject matter expert in Dig Safe Act compliance and excavation safety by independently conducting complex investigations of excavation-related damage incidents and complaints; interpreting and applying applicable statutes, regulations, and industry practices; and preparing investigative findings and enforcement recommendations for consideration by the Contractors State License Board, the California Public Utilities Commission, and the Office of the State Fire Marshal. The position develops and conducts compliance audits requiring advanced analysis of “call before you dig” data and related records to identify trends, risks, and systemic compliance issues, and independently establishes investigative and audit priorities, evaluates workload complexity, determines time and resource requirements, and manages work plans and timelines. The Analyst III also serves as the Board’s technical representative in the field by conducting education and outreach activities and providing expert guidance to promote compliance with the Dig Safe Act within the assigned geographic area.		
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
25%	Independently develop investigation plan for assigned cases, by determining the scope of the investigation based on the available facts at the time of assignment. Perform accident investigations in which excavation has damaged underground infrastructure. Use investigation principles to determine facts, conduct witness interviews, collect evidence, assess the credibility of those facts, witness statements, and evidence, and apply those facts to requirements of the Dig Safe law. Document incident scenes and obtain documentation prepared by parties and state and local agencies; review, collect, and catalog document and photographic evidence into the investigations case management system; conduct interviews with persons involved with the accident, and maintain confidentiality of information gathered. Interpret and apply the facts of specific cases to applicable law and excavation rules of other relevant state agencies and develop the resulting reports consistent with the Board’s Enforcement Philosophy.	
25%	Use analytical reasoning to determine proximate and contributing causes of incidents and violations, regardless of whether causes are violations of law. Use a variety of analytical techniques and specialized safety knowledge to identify safety problems not addressed by the law and recommend guidelines and standards that can be used to address these gaps. Maintain the confidence and cooperation of witnesses and sources contacted during investigations. Draft and edit sensitive investigation reports whose results	



Duty Statement

	the Board and the department will use to determine statewide policy. Draft notices of probable violation for Board action that identify violations of excavation safety laws based on case facts and, consistent with the Board’s enforcement philosophy and penalty guidance. Recommend sanctions based on the investigation report that will be reviewed publicly in Board hearings and scrutinized by potential violators and other interested utility and construction industry participants, including the nationwide telecommunication and broadband providers the Board regulates. Identify unsafe practices among utilities and excavators and communicate findings to executive management and the Board. Analyze, assess, and identify possible mitigations of identified safety hazards. As needed, participate in the enforcement cases of other relevant state agencies.
20%	Develop and conduct novel audits of various provisions of the Dig Safe Act of 2016. In coordination with Research Data Specialists, determine the data necessary to demonstrate compliance with and violation of provisions of the Act. Determine how to collect and monitor sensitive data to allow for continuous compliance monitoring. Identify all relevant facts necessary to demonstrate violations, develop methodology for collecting those facts, conduct audits, analyze results, and draft appropriate documentation to support enforcement actions. Develop written audit procedures for novel audits of provisions of the Dig Safe Act.
10%	Assist Chief of Investigations in the planning and development of a statewide investigation program. As necessary, develop policies to maintain internal controls to provide reasonable assurance that investigation unit activities meet operations, reporting, and compliance objectives.
10%	Review statewide damage notifications and complaints and applies Board policy objectives, statutory considerations as to whether enforcement of violations would serve as a deterrent, and written guidance to determine which to open as cases and which not to pursue. Track and predict investigation resources to determine appropriate statewide caseloads.
5%	In coordination with the Information Officer I (Specialist), instruct and train the Board’s education course on safe digging practices, including managing and coordinating associated virtual meeting platforms. Perform independent outreach efforts into the excavating community to build trust and familiarity, increase awareness of safe digging practices, and increase excavator motivation to report accidents and otherwise participate in Board activities.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.
TYPICAL WORKING CONDITIONS	
<ul style="list-style-type: none"> • Work Schedule: Monday through Friday, 40 hours per week. • Work Location: Energy Safety operates under a hybrid work model, combining remote and in-person work. Telework may be permitted with management approval. • Office Environment: When working on-site, employees utilize shared workspaces (hoteling stations). 	
TRAVEL REQUIREMENTS:	
Approximately 50 percent of the time, travel may be required, including occasional overnight stays. The incumbent may also be required to work nonstandard hours, including evenings and weekends, and to travel within and outside the State of California by automobile and/or aircraft to attend, but not be limited to, trainings, conferences, meetings, and other activities necessary to perform job duties.	
DRIVING REQUIREMENTS: YES, Possession of valid driver's license is required for this position.	
If driving is required, it will be performed up to: 50% of the time.	
TELEWORK DESIGNATION:	



Duty Statement

Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as telework eligible-office centered.

CONFLICT OF INTEREST: YES NO

This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

SPECIAL REQUIREMENTS:

N/A

PHYSICAL AND ENVIRONMENTAL DESIGNATION Field:

Possession of a valid driver’s license is required to operate a State owned or leased vehicle. Incumbent may be required to travel to work sites and work outdoors in various types of terrain. May be exposed to loud noise, dirt, dust, uneven surfaces, hazardous materials, various temperatures, or extreme weather. Utilize safety equipment and safety protocols effectively.

ESSENTIAL PHYSICAL CHARACTERISTICS

Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodation.

Activity	Frequency	Distance/Height
Sitting	Constantly (Over 6 Hours)	
Standing	Frequently (3-6 Hours)	
Running	Never	
Walking	Frequently (3-6 Hours)	
Crawling	Never	
Kneeling	Occasionally (Up to 3 Hours)	
Climbing	Never	
Squatting	Occasionally (Up to 3 Hours)	
Bending (neck)	Frequently (3-6 Hours)	
Bending (waist)	Frequently (3-6 Hours)	
Twisting (neck)	Frequently (3-6 Hours)	
Twisting (waist)	Occasionally (Up to 3 Hours)	
Reaching (above shoulder)	Occasionally (Up to 3 Hours)	
Reaching (below shoulder)	Occasionally (Up to 3 Hours)	
Pushing & Pulling	Occasionally (Up to 3 Hours)	
Fine Manipulation	Occasionally (Up to 3 Hours)	
Power Grasping	Occasionally (Up to 3 Hours)	
Simple Grasping	Constantly (Over 6 Hours)	
Repetitive use of hand(s)	Constantly (Over 6 Hours)	



Duty Statement

Keyboard Use	Constantly (Over 6 Hours)	
Mouse Use	Constantly (Over 6 Hours)	
Walking on uneven ground	Occasionally (Up to 3 Hours)	
Driving	Frequently (3-6 Hours)	
Lifting/Carrying	Occasionally (Up to 3 Hours)	
0 – 10 lbs.	Occasionally (Up to 3 Hours)	
11 – 25 lbs.	Occasionally (Up to 3 Hours)	
26 – 50 lbs.	Occasionally (Up to 3 Hours)	
51 – 75 lbs.	Never	
76 – 100 lbs.	Never	
100 + lbs.	Never	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (TYPE)	EMPLOYEE SIGNATURE	DATE